



Policy – Annual Holiday

As individual mentoring programmes consist of part-time hours, mentors may be able to take time off during the week as long as they completed the mentoring hours and received Team Lead's approval on any changes to their session days. When they choose to take time off and **not complete their hours**, then this must be taken as a holiday, and it should be for the entire week.

Annual Allowance

The annual holiday allowance is 5 weeks from January to January (pro rota), including one compulsory week between Christmas and the New Year.

The maximum consecutive time off should be two weeks. Anything longer than that requires discussion with the team leader well before it is committed to. Time not taken off cannot be counted as payment in lieu or carried over into the next year.

Holiday is discouraged in December as this tends to be a busy time for Ment4 and mentors already have the last week off.

Holiday When There Is A Mentoring Gap

When a gap occurs between mentor programmes and a mentor has no mentoring for a week or more, it is a good idea to use any available holiday allowance. The mentor will be paid for that time if they have enough allowance left.

Where a mentor drops from 2 to 1 mentor for a period, that is not qualifying for holiday.

Notice To Team Leader & Setting Up Cover

The process is as follows:

1. Mentor advises team leader at least one month before a one- or two-week holiday is planned
2. Team leader assigns an alternative mentor to provide cover at least two weeks ahead of time.
3. The mentor introduces the covering mentor to their mentee a week before the holiday and ensures acceptance of the new relationship.

Terms Of Cover

10 hour programmes

1. 5 hours a week for meetings and report writing
2. A minimum of two calls and texts and one face to face meeting per week
3. A short Weekly Report will be provided
4. The covering mentor will be paid for 5 hours a week.

7.5 hour programmes

1. 3 hours a week for meetings and report writing
2. A minimum of one call and one face to face meeting per week
3. A short Weekly Report will be provided
4. The covering mentor will be paid for 3 hours a week



Compassionate leave is only for the loss of immediate family or cases agreed by management and is usually only for the immediate period of care or funeral. Anyone wanting to take holiday over their annual allowance may be considered for unpaid leave.

On starting employment, a mentor is on six months' probation and has no holiday allowance for that time.

For those starting employment mid-year, or have only take programmes partially in the year, the allowance will be pro-rated.

Missed/significantly cut short mentoring sessions or holidays/days off taken without managerial approval is considered as an unauthorised absence - **which is subject to a written warning and/or deducted hours dependent on your contract.** Please note, numerous unauthorised absences could lead to a dismissal.

This annual leave allowance applies to all Ment4 employees.

Signed: *Luke Peters, Senior Operations Lead, Ment4*

A small, square, black-and-white image of a handwritten signature, which appears to be "L Peters".

This document was last updated in January 2025.